

Immunization State Supplied Vaccine (SSV) Program Agreement to Participate Terms & Conditions

To participate in the Rhode Island Department of Health's (RIDOH) Immunization State-Supplied Vaccine Program in order to receive state-supplied vaccine at no cost for insured and uninsured Rhode Island residents, I agree to the following conditions on behalf of myself and all the practitioners, nurses and others associated within the medical office, group practice, managed care organization, community/migrant/rural clinic, or Health delivery facility of which I am the Medical Director/Lead Physician or designee. My practice/facility and staff agree to:

General requirements for all practice types:

1. Enroll in the Immunization SSV Program annually. Enrollment is for a period of up to 12-months (July 1-June 30) and must be completed for each state fiscal year before vaccine orders may be ordered.
2. Administer all state-supplied vaccines to patients in eligible age cohorts as recommended by the Advisory Committee on Immunization Practices (ACIP) and in accordance with RIDOH vaccine policies. Comply with the appropriate and most current immunization schedules, dosages and contraindications that have been established by the ACIP-recommended immunization schedule, unless in my medical judgment, and in accordance with accepted medical practice, I deem such compliance to be medically inappropriate.
3. Keep a current copy of each of the following documents at the practice/facility for use, distribution and/or reference: *It's federal law!*, the most current *Vaccine Information Statements (VIS's)* for distribution to patients, *IAC's Storage and Handling Checklist*, the notice of *Vaccine Adverse Event Reporting Form (VAERS)* and notice of the *Vaccine Injury Compensation Program (VICP)*.
4. Maintain an Immunization Record of each vaccine given to include the date administered, administration site, lot number, manufacturer, the publication date on the VIS, the date the VIS was given, Practice name, address, and the signature or initials of the person administering the vaccine.
5. Not use vaccines ordered for adults on individuals less than 19 years of age, or use vaccines ordered for children on individuals 19 years of age and older.
6. Comply with RIDOH requirements for vaccine ordering, vaccine accountability, and vaccine management. Agree to operate within the SSV program in a manner intended to avoid fraud and abuse. The Immunization Program's Fraud & Abuse Policy can be found at <http://www.health.ri.gov/publications/policies/ImmunizationProgramFraudAndAbuse.pdf>
7. Comply with RIDOH's requirements for proper Vaccine Storage and Handling, which include, but are not limited to, SSV approved temperature monitoring equipment for proper refrigeration to document twice daily temperature checks and records of actions taken for temperatures outside the recommended range of 35°F - 46°F (Fridge) and <5°F (Freezer).
8. Not impose a charge to eligible patients for the cost of any state-supplied vaccine. SSV Program eligibility is available to all individuals under the age of 19 and for those 19 and older who are either a RI resident (some ordering restrictions apply) or receive RIDOH benefits through a RI employer. Vaccines administered to ineligible patients are not allowed and failure to report vaccine administered to ineligible patients would be considered Fraud & Abuse.
9. 9a. Effective July 1, 2016, enrolled practices will designate a vaccine administration lead to take the EZIZ vaccine administration training sessions, *Preparing Vaccine* and *Vaccine Administration* found @ <http://eziz.org/eziz-training/>. Keep the Certificates of Completion on file to be viewed at the request of RIDOH.
9b. Effective July 1, 2016, first time enrolled practices will ensure that individual(s) designated as the "Vaccine Contact" and "Back-Up Vaccine Contact" complete the *Storing Vaccines* training found @ <http://eziz.org/eziz-training/>. Keep the Certificates of Completion on file to be viewed at the request of RIDOH.
10. Ensure a Vaccine Storage Disaster Plan is completed, posted and read by current and new staff, and updated as needed. Have a valid and current copy of the plan available for review during scheduled or unscheduled quality assurance visits by RIDOH.
11. Comply with the RIDOH's Vaccine Replacement Policy for wasted and/or spoiled vaccine due to negligence, including but not limited to, failure to properly order, store and handle state-supplied vaccines.
12. Acknowledge that any future program enrollments will be denied until all outstanding reporting or financial obligations from the previous year(s) are met.
13. Accommodate any state request for a scheduled or unscheduled on-site inspection of patient vaccine records, vaccine inventory and/or storage facilities.
14. Attend training/informational/technical assistance sessions as required by RIDOH.
15. Update changes to the practice/facility name or lead physician, address, phone or fax number, office manager, vaccine contact, or delivery information must be made via the SSV website.
16. Transfer of vaccines between two currently enrolled SSV practices must be submitted through RIDOH's on-line ordering system, OSMOSSIS. Proper packaging (responsibility of the transferring practices) is required for all approved transfers. Transfer of vaccines to a practice that is not enrolled in the SSV program is strictly forbidden and may constitute a claim of fraud and abuse and would be subject to penalties, both local and federal.
17. All vaccines currently in inventory supplied through the SSV program must be transferred to another enrolled practice prior to the practice closing or decision to discontinue participation in the SSV program.

Specific requirements for all practice types vaccinating individuals less than 19 years of age:

1. Have a current agreement to participate in the Federal Vaccines for Children (VFC) program and that all requirements of that agreement are applicable to state-supplied vaccines.
2. Administer all state-supplied vaccines to patients (birth up to 19 years of age) in eligible age cohorts as recommended by the Advisory Committee on Immunization Practices (ACIP) and in accordance with RIDOH's vaccine policies.

3. Submit demographic and immunization data for new patients to KIDSNET at the Practice's first encounter, provide the parents or legal guardian with KIDSNET information provided by RIDOH, and promptly notify KIDSNET of any children that have transferred or left the practice.
4. Provide accurate and complete data on immunizations administered to children less than 19 years of age to KIDSNET, within one week of vaccine administration.
5. Update demographic and other data as necessary for KIDSNET enrollees.
6. Provide historical immunization data to KIDSNET for individuals less than 19 years of age who are new to the practice.
7. Inform all staff who use KIDSNET of their legal responsibilities under the State's Confidentiality of Health Care Information Act (Gen. Law 5-37.3) and all other applicable federal and state laws relating to confidentiality of this information.
8. Provide custodial parents, legal guardian(s), and those legally authorized to care for a child (i.e. foster parents), access to the information contained in KIDSNET including printed copies upon request at no cost to the family.
9. Authorize RIDOH to work with and communicate directly with my electronic health record vendor or data host to configure, test and establish on-going electronic submission of immunization data to KIDSNET. This may include direct access to patient medical data.
10. Utilize KIDSNET only for the purpose of obtaining information needed for treating or coordinating care for their patients. Any use of this information by either the Provider or staff for purposes other than those specifically stated in this document is considered to be a violation of the provisions of General Law 5-37.3 and subject to the penalties contained therein.
11. Downloading data from KIDSNET to portable devices (such as laptops, tablets, or flash drives) is prohibited unless the device is appropriately secured and encrypted. This data is subject to the same terms and conditions as KIDSNET use.
12. Maintain a signed KIDSNET confidentiality statement or equivalent confidentiality agreement for each user authorized to use KIDSNET under their Provider ID. Provide KIDSNET staff with access to the signed confidentiality statements in the Provider's office for audit purposes.
13. Access KIDSNET only at computers that do not have general public access and assure that login-ins and passwords are not shared.
14. Authorize RIDOH to share KIDSNET data with Managed Care Organizations provided data is not publicly released identifying the Provider without the Provider's consent. Further authorize the release of KIDSNET data as permitted by law.
15. Take prudent precautions to assure that all KIDSNET users abide by this agreement and enforce the terms of this agreement.
16. Report any breach in confidentiality related to the use of KIDSNET.
17. Agree to report any change in the KIDSNET/SSV Administrator. A new agreement must be signed for a change in the KIDSNET/SSV administrator.

Special requirements for Seasonal Influenza Participation

1. Participation in the Seasonal Influenza Vaccine portion of the SSV program will require the submission of weekly reports through the electronic reporting mechanism identified by RIDOH.
2. Use of state supplied influenza vaccines for patients who are ineligible is strictly forbidden and may be subject to claim of Fraud and Abuse, with all appropriate penalties and fees.

This agreement is binding and will remain in effect until: (1) RIDOH terminates this agreement, at any time, for failure to comply with the program requirements (2) the practice terminates this agreement for reasons determined by the Medical Director of the practice or (3) there is a change of the Medical Director (Lead Physician) and/or entity name, or failure to renew annual enrollment. **By agreeing to these terms and conditions, you are communicating your willingness to participate in, and abide by, the requirements of the Rhode Island Immunization State-Supplied Vaccine Program as stated herein.**